

How to apply for a job at the Masaryk Memorial Cancer Institute

Information on the processing of personal data in the MMCI in accordance with Regulation No 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as the "General Data Protection Regulation" or "GDPR")

This information ensures that the person applying for a job at the Masaryk Memorial Cancer Institute (hereinafter referred to as the "MMCI"), as a data subject, is fully and transparently informed about the processing of their personal data by the MMCI, as the data controller.

Pursuant to the provisions of Section 30(2) of Act No. 262/2006, the Labor Code, as amended, the Ministry of Labor and Social Affairs may require, in connection with the negotiations prior to establishing an employment relationship, only information from a natural person applying for a job that is directly related to the conclusion of an employment contract. The information that is relevant to the employer is information relating to the qualifications, work experience, skills and knowledge of the job applicant concerned. At the request of the job applicant, the MMCI is obliged to prove that the requested personal data are necessary.

Name and contact details of the Data Controller, contact details of the Data Protection Officer:

Identification of the data controller:	Masaryk Memorial Cancer Institute, Company ID:00209805
Contact details of the data controller:	Registered office: Žlutý kopec 7, Brno Phone: + 420 543 131 111, email: direct@mou.cz, data box identifier: 7vqnc6
Identification of the Data Protection Officer:	email: dpo@mou.cz

If you apply for a job at the Masaryk Memorial Cancer Institute, the MMCI, Company ID: 00209805 needs to process your personal data collected within the scope, for the purpose, for the period and on the basis of the authorisation (a legal basis for data processing) set out below.

Purposes, legal basis and duration of the processing of personal data:

Purpose	Scope of processed information	Legal basis	Time
<ul style="list-style-type: none"> receiving applications for the selection process, selecting a suitable candidate for the offered position and contacting him/her if necessary, closing the selection process and all related duties; recording and storing personal data in the MMCI Job Candidate Database and offering other suitable job opportunities (only possible). 	<ul style="list-style-type: none"> identification and contact details (including electronic data) other and descriptive data: education, length of experience, skills 	<p>Necessity for: □ conclusion and performance of a contract pursuant to Article 6(1)(b) GDPR;</p> <ul style="list-style-type: none"> compliance with the legal obligation under Article 6(1)(c) GDPR *; the legitimate interest of the MMCI pursuant to Article 6(1)(f) GDPR **. consent of the data subject to the processing of personal data pursuant to Article 6(1)(a) GDPR*** 	<ul style="list-style-type: none"> documentation on the selection process (not applicable to CVs and other documents sent to unsuccessful applicants) - 3 years; data in the MMCI Job Candidate Database, in case of not hiring a candidate and only on the basis of consent to the processing of personal data - 1 year or until withdrawal of consent

* verification of the fulfilment of the prerequisites laid down by legal regulations for job applicants, see e.g. Act No. 96/2004, on the conditions for acquiring and recognising qualifications for practising non-medical health professions and to perform activities related to the health care provision and on amending certain related acts, as amended; Act No. 95/2004, on the conditions for the acquiring and recognising medical professional training and specialty training of physicians, dentists and pharmacists, as amended; Act No. 451/1991 which sets down certain prerequisites for working at certain offices as parts of state bodies and organisations of the Czech and Slovak Federative Republic, Czech Republic and Slovak Republic);

** protection of persons and property; protection against misuse of services securing evidence in case of need to defend and protect the MMCI rights

*** in case of not hiring a job applicant, for the purpose of recording and storing personal data in the MMCI Job Candidate Database to ensure participation in further selection processes

In case applicants who have not been selected for employment do not give their consent to the processing of their personal data in the MMCI Job Candidate Database, the documents sent by them in paper form are destroyed and the data sent by them in electronic form are deleted from all storage facilities within 60 days

of the end of the selection procedure. This time limit is set in view of a possible complaint or other legal form of defence of the job applicant, where the documents provided by the applicant may serve as supporting documents or evidence for its processing.

In the case of concluding a contract with a selected candidate for employment at the MMCI, personal data are processed in accordance with the shredding periods valid for the duration of the employment relationship and after its termination.

Recipients or categories of recipients of personal data:

Internal recipient:

- Department of Personnel and Payroll; MMCI employees as members of the hiring committee
Only a limited number of MMCI staff have access to your personal data during the ongoing open competition. **External beneficiary:**
- Labor Office - competent regional office (only in case of employing foreign nationals)

Transfer of personal data to a recipient in a third country or international organisation:

Personal data is not transferred abroad or to international organisations. There are no intended beneficiaries in third countries.

Rights relating to the processing of personal data:

You have the right to request access to the personal data from the controller, concerning you as a data subject, to rectification or restriction of processing. You can exercise your right to erasure under the conditions set out in Article 17 of the General Data Protection Regulation. The right to data portability is only applicable to data obtained on the basis of consent or for the purpose of concluding and performing a contract and processed by automated means. Your right to object applies only to personal data processed for the legitimate interest of the MMCI. You have the right to withdraw your consent at any time, without prejudice to the lawfulness of processing based on consent given before its withdrawal (however, this applies only to data processed on the basis of consent). You have the right to lodge a complaint with the Office for Personal Data Protection (supervisory authority) at your usual place of residence, place of employment or place where the alleged violation occurred.

To apply for your rights, please follow the instructions at: www.mou.cz

Other information about the processing of personal data:

Automated decision-making: no

Profiling: no

Personal data is collected directly from job applicants. The provision of personal data is compulsory and necessary to meet the conditions for participation in the selection process, the consequence of not providing personal data is the impossibility of participation in the selection process. Providing personal data of applicants who have not been selected for employment for the purpose of recording and storing their data in the MMCI Job Candidate Database for the purpose of offering other suitable job opportunities is voluntary.

The processing of personal data takes place only to the extent necessary to achieve the related processing purposes. Personal data is kept in paper (manual)/electronic (automated) form.

For more information about the processing of personal data and your rights related to the processing of personal data, please visit: www.mou.cz or can be provided by the contact person indicated in the relevant selection procedure.